Staff Salary Letter / Faculty Appointment Form Printing

Transaction Code: pecm_print_crs

Location(s):

SAP GUI tab

Purpose: The letters and appointment forms can be printed after HR runs activation on June 10, 2013.

The Staff Salary Letters (SSL) that can be printed in MSS/ECM are for those staff that are eligible for and included in the Enterprise Compensation Management (ECM) process (regular and base funded contract staff that were employed by NKU as of January 2, 2013 and meet other criteria for eligibility). The completion of a PAR to continue employees included in the ECM process is not necessary.

Employees with work schedules of less than twelve months, temporary employees, grant funded employees, and employees with split funding/combination funding are not included in the ECM process and a PAR would be required to continue these employees in to FY 2013-2014. Departments must also prepare salary letters for these employees.

The Faculty Appointment Forms (FAF) that appear for print in MSS/ECM are those of continuing faculty members (tenure track, tenured, and non-tenure track renewable appointments) that were on the payroll during the 2013-2014 academic/fiscal year. Separate guidelines for the distribution of these Faculty Appointment Forms (FAF's) will be given to each college/area by the Office of the VPAA & Provost which will include those coming from the MSS/ECM system and those produced manually. 2 forms will print for each faculty.

1. Log into myNKU
   a. https://myNKU.nku.edu/irj/portal
2. Select the SAP GUI.
3. Enter transaction code, pecm_print_crs from the SAP Easy Access screen.
4. Click Get Variant.

**NOTE:** Select Variant **before** adding selection criteria otherwise criteria will be lost.

5. Select a Variant name (select the current year).
6. Click Continue.
7. Default values for Faculty Appointment and Staff Notification. This will print all the Faculty members within users authorized org unit(s).
8. Additional selection criteria (See pages 11 - 12):

**A. OrgStructure** – If left blank it will print your entire org unit(s) at once unless other selection criteria are filled in. In the Organizational Unit selection box, even though the entire University org structure will appear, only the details for the org unit the user is responsible for can be view/print. If user is responsible for multiple org units and only wants to view/print one unit, complete the following:

Continue to expand dropdowns until desired org level is found; then click the check box to select. More than one can be selected; Click the Green Check to return to the Print Compensation Review Statement Screen.
B. To view/print letters/appointments by select individuals – Key in the individuals personnel number.

**NOTE:** If the variant for Faculty is selected in step 3 but the personnel number input is for a Staff member, the following error message will appear in the lower left hand corner of the screen:

*No employees selected*

**OR:**

Use the icon next to the Personnel Number to select multiple employees

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C. Employee Group

Click Match Code for Employee Group field; choose the Employee Group you want to view/print from the list that appears. Click Continue to select and return to the Print Compensation Review Statement Screen.
D. Employee Subgroup

9. Once you have selected the desired selection criteria click execute.
10. Click Match Code for Output Device.

   **Note:** Select Print Immediately.

11. Key in Local* in the Output Device screen
12. Click Continue
13. Select the printer for forms.
14. Click Continue.

15. Click Print Preview.

Header information for Staff Salary Letters:

Click the Print Icon to print letter(s).
Header information for Faculty Appointment Forms:

16. Click the Print Icon to print letter(s).